



Human Resources
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COUNTY OF AVERY

Human Resources

Positions Available

County Manager, Avery County, NC. Responsibilities will be to plan, organize, manage, direct and implement the goals and objectives of the County Commissioners and overall operations of the County. Duties include the financial management/preparation and responsibility for a \$26M budget and 250 full/part time employees. Short/long range planning responsibilities for capital expenditures and projects. Must have the initiative to work diligently for economic growth. Work will include researching grant funding opportunities and locating funding sources and ensuring that grant applications are submitted. Manages and supervises the department heads, establishing long and short range goals and assures effectiveness and efficiency of services provided by each department in accordance with the vision and goals as established by the County Commissioners. Must have excellent written and verbal/presentation skills, and proven strong leadership and sound decision making abilities. Services provided are Solid Waste, Parks and Rec, Tax and Mapping, Transportation, Soil and Water, Senior Center, EMS, Communications, Inspections and Agriculture. Graduation from a four year college or university with a major in public administration, business management or related field and considerable broad management experience with a public sector organization, prefer local government management experience; graduate degree in public administration or related field. Avery County is located in the Blue Ridge Mountains, home to Lees-McRae College and within easy driving distance to Appalachian State University and two hours from Charlotte, largest city in NC. Recreational activities include hiking, biking, skiing, boating, golf and access to the scenic Blue Ridge Parkway. Comprehensive Benefit package. Salary commensurate with education and experience. Salary Range \$69,252 - \$96,571. Submit County application and resume in a sealed, return addressed envelope by **4:30 pm, November 14, 2014** to Human Resources, County of Avery, PO Box 640, 175 Linville St. Newland, NC 28657.

Telecommunicator: Part-time positions, will be responsible for public safety communications and administrative support work for Avery County law enforcement, fire, and rescue functions. On the job training available, must be able to obtain certification as EMD, DCI and CPR certification within six months of hire. 8- 12 hour shifts, will work nights, weekends and holidays and be available to work on short notice. Open until filled. Application located at www.averycountync.gov . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.

Solid Waste Collection Site Attendant: Primary duties will include assisting the general public with disposal of refuse and placement of recyclables at the collection site; providing information and direction to patrons concerning proper separation of materials and disposal procedures. Individual will be required to assist elderly, disabled, and other customers with disposal of waste materials as needed. Additional duties will include assisting in the Solid Waste Department's recycling program on as needed basis. Must have driver's license with dependable transportation, location of positions to be determined. Part time positions, 29 hours per week, \$9.87/hr. Vacation and sick leave. Application located at www.averycountync.gov . Mail to: Human Resources Director, County of Avery, P.O. Box 640 Newland, NC 28657.